



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

7 FEB 2023

DIVISION MEMORANDUM

No. 062 s. 2023

**MONITORING OF INSET ACTIVITIES**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to DepEd Order No. 034, s. 2022 entitled *Implementing Guidelines on the School Calendar and Activities for the School Year 2022-2023*, this Office shall conduct the Monitoring of INSET Activities from 8 to 9 February 2023.

2. The schedule of monitoring and persons involved are as follows:

Personnel Involved	8 February 2023	9 February 2023
Joseph Jay U. Aureada	Ilasan ES	Valencia ES
Adrian D. Maaño	Katigan Alupay ES	Masin ES
Christian J. Bables	North Palale ES	Busal ES
Jaypee A. Escobar	South Palale ES	East Palale ES
Sancho C. Calatrava	Gibanga ES	TWCS III
Montano L. Agudilla Jr.	Tayabas West CS I	West Palale NHS
Jerome A. Chavez	TECS	RQINHS
Jean Rose B. Rabano	TWCS II	Wakas ES
Louie F. Fulleo	Luis Palad IHS	Malo-a Calantas ES
Marvin J. Rosales	Ipilan Alitao ES	
Mildred Z. Galleno	Domoit ES	FELES
Joan Kathleen M. Talabong	Mayawi Community School	Kalumpang ES
Michael Leonard D. Lubiano	Alsam ES	Mate ES
Luzviminda E. Saldares	Lawigue ES	Pandakake ES
Sherwin C. Quesea	Lalo ES	TWCS IV
Maria Corazon A. Borbon	Dapdap IS	West Palale ES
Richelle F. Quintero	BANHS	EFES
Nicole May R. Lagar	Lakawan ES	Potol ES

3. Immediate dissemination of this memorandum is desired.

For:

**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent

By:

**ANTONIO P. FAUSTINO, JR.**  
OIC, Assistant Schools Division Superintendent

Encl.:

Reference: As stated.  
Text  
To be indicated in the Perpetual Index under the following subjects:  
Activities  
INSET  
Teachers



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@depd.gov.ph



<https://depdtayabas.com/>

**SCHOOL INSET MONITORING TOOL**

<b>Areas of Concern</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>
1. The approved SLAC Plan for the school INSET is implemented.		
2. The approved schedule of the INSET is observed.		
3. The venue of the INSET is organized and is conducive for the training.		
4. The sound system, laptop and LCD projector prior are prepared prior to the start of the INSET.		
5. All the co-workers participate in the INSET		
6. There is a documenter to ensure that the school INSET is properly documented from Day 1 to Day 3.		
7. The objectives of the activities are discussed with the participants.		
8. The conduct of INSET is evaluated to gather feedback for an improved program.		

**Topics Discussed/Facilitator**


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**General Observations/Issues/Concerns**


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Division Monitoring Officials:

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